

New Schools & Libraries Website for USAC

USAC Schools and Libraries Main Page—much improved with great links to most needed pages:

<http://www.usac.org/sl/default.aspx>

Below are the pages linked to

“APPLICANTS” Dropdown

“ABOUT THE PROGRAM” Menu

“RESOURCES & TOOLS” Menu

Contributors | Service Providers | Subscribe | Contact Us

USAC
Universal Service Administrative Company

Search GO

SCHOOLS AND LIBRARIES (E-RATE) [APPLY ONLINE](#) [MAKING PAYMENTS](#) [FORMS](#) [TOOLS](#)

USAC Home | Schools and Libraries Program

ABOUT THE PROGRAM

- Getting Started
- Acronyms & Terms (PDF)
- Reference Area
- Program Integrity
- Eligible Services List
- Document Retention
- Trainings & Outreach

RESOURCES & TOOLS

- Apply Online
- Forms
- Deadlines
- Latest News
- Samples & Examples
- Funding Commitment Tool
- Search Tools
- Submit a Question

APPLICANTS

Steps to funding for eligible schools, school districts, libraries, and consortia [GET STARTED >](#)

SERVICE PROVIDERS

Steps to funding for telecommunications, Internet access, and internal connections providers [GET STARTED >](#)

LATEST NEWS [More News >](#)

- Registration for Service Provider Trainings Now Closed (4/25/2012)
- Agenda Now Available for Spring Service Provider Trainings (4/24/2012)
- USAC Provides Demand Estimate for Funding Year 2012 to FCC (4/24/2012)
- News Brief Issued (4/20/2012)
- New Website Launched (4/13/2012)

QUICK LINKS [More Links >](#)

- Funding Commitments Issued for Your School or Library? – Find Out
- Your FCC Form 471 – Check Your Status
- Service Provider Trainings in Atlanta and Los Angeles – Register Today!
- Want to Receive the Weekly News Brief? – Sign Up
- FCC Form 472 (BEAR Form) – View or Download Form

Share: [f](#) [t](#) [e](#) [v](#) [p](#)

SUBMIT
Forms
Making Payments

NAVIGATE
Home
About USAC

EXPLORE
Trainings & Outreach
Subscription Center

Forms
Search Tools

“APPLICANTS” Dropdown displays the Steps

The steps have changed, but they lead the applicant through each step in the process of filing for E-rate

APPLICANTS

Before You Begin

STEP 1 Technology Planning

STEP 2 Competitive Bidding

STEP 3 Selecting Service Providers

STEP 4 Applying for Discounts

STEP 5 Application Review

STEP 6 Starting Services

STEP 7 Invoicing

Before You're Done

“ABOUT THE PROGRAM” Menu

Getting Started-Provides an overview of the program. There are links to some PDF documents, the “Application Process” and the “Federal Communication Commission (FCC)” site.

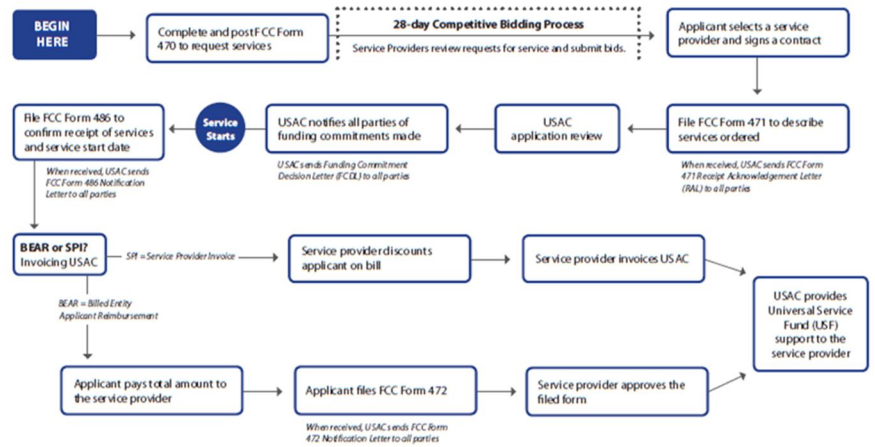
Under the Application Process, there is a link to a new “Flowchart” (shown on the right) for applicants and the “Steps” that are also in

ABOUT THE PROGRAM

- [Getting Started](#)
- [Acronyms & Terms \(PDF\)](#)
- [Reference Area](#)
- [Program Integrity](#)
- [Eligible Services List](#)
- [Document Retention](#)
- [Trainings & Outreach](#)

the dropdown above.

Schools & Libraries (E-Rate) Process | FOR APPLICANTS



Universal Service Administrative Company (USAC) | Schools and Libraries (E-Rate) Program | 2000 L Street NW, Suite 200, Washington, DC 20036


[Contributors](#) | [Service Providers](#) | [Subscribe](#) | [Contact Us](#)

"Acronyms & Terms" is a PDF document covering E-rate jargon.

"Reference Area" is an alphabetized list of words, similar to an Index.

"Program Integrity" is a link to information about Audits and Assessments including Appeals options and procedures.

"Eligible Services List" includes much more with links in the gray boxes shown at the top of the page. At the bottom of the page are links to Eligible Services Lists through 1998.



Universal Service Administrative Company

SCHOOLS AND LIBRARIES (E-RATE) [APPLY ONLINE](#) [MAKING PAYMENTS](#) [FORMS](#) [TOOLS](#)

[USAC Home](#) | [Schools and Libraries Program](#) | [Applicants](#) | [Before You Begin](#) | [Eligible Services List](#)

ABOUT THE PROGRAM

- Getting Started
- Acronyms & Terms (PDF)
- Reference Area
- Program Integrity
- [Eligible Services List](#)
- Document Retention
- Trainings & Outreach

RESOURCES & TOOLS

- [Apply Online](#)
- [Forms](#)
- [Deadlines](#)
- [Latest News](#)
- [Samples & Examples](#)
- [Funding Commitment Tool](#)
- [Search Tools](#)
- [Submit a Question](#)




APPLICANTS **SERVICE PROVIDERS**

BEFORE YOU BEGIN

School and Library Eligibility	Non-Traditional Education	Eligible Services Overview
Consortia	Educational Service Agencies (ESA)	Eligible Services List
Non-Instructional Facilities	Entity Numbers	

Eligible Services List

The Eligible Services List (ESL) for each funding year provides guidance on the eligibility of products and services under the Schools and Libraries Program.

[2012 Eligible Services List](#)  [2011 Eligible Services List](#)  [2010 Eligible Services List](#) 

The ESL is organized into five sections that represent the five funding categories established by the Federal Communications Commission (FCC) plus a miscellaneous section that is applicable to multiple categories:

- Telecommunications Service
- Telecommunications
- Internet Access
- Internal Connections
- Basic Maintenance
- Miscellaneous

Note: The category of Telecommunications does not appear on program forms. Applicants apply for services listed in the ESL under Telecommunications (1) in Telecommunications Services if the services are provided by a telecommunications carrier and (2) in Internet Access if they are not.

In addition, the following sections are provided:

“Document Retention” contains the text of the guidance for document retention and a link to the FCC 5th Report and Order

“Training and Outreach” contains links at the top to training pages. Subsections are shown in their entirety on the right.

ABOUT THE PROGRAM

[Getting Started](#)
[Acronyms & Terms \(PDF\)](#)
[Reference Area](#)
[Program Integrity](#)
[Eligible Services List](#)
[Document Retention](#)
[Trainings & Outreach](#)

RESOURCES & TOOLS

[Apply Online](#)
[Forms](#)
[Deadlines](#)
[Latest News](#)
[Samples & Examples](#)
[Funding Commitment Tool](#)
[Search Tools](#)
[Submit a Question](#)

APPLICANTS

SERVICE PROVIDERS

TRAININGS & OUTREACH

[Training Events Archive](#)
[News Briefs](#)

[Online Learning Library](#)
[HATS](#)

[Handouts & Reference](#)
[Conference Calls](#)

USAC offers a variety of training events for service providers and applicants who participate in the Schools and Libraries Program. All events and resources are offered free of charge.

Upcoming Events

- [Service Provider Conference Call](#) - May 2, 2012
- [Service Provider Training](#) - May 10, 2012 (Atlanta, GA)
- [Service Provider Training](#) - May 15, 2012 (Los Angeles, CA)

Past Events

News Brief



Keep in touch with E-Rate updates through our weekly newsletter, the SL News Brief.

View All Issues: [News Brief](#)

Sign up: [Subscription Center](#)

Handouts & Reference

A variety of publications is available to help applicants and service providers learn what they need to know to participate successfully in the Schools and Libraries (E-Rate) Program.

Click here to see the [Handouts & Reference section](#).

Webinar Recordings & Online Tutorials

Learn at your own pace with our free online videos, available on topics such as best practices, form filing, and more. Listed below are the most recent videos; click on the link below for the complete library.

- [FCC Form 470: How to File Online](#)
- [Eligible Services: Dark Fiber](#)

Go to the [Online Learning Library](#) to watch these videos.

Helping Applicants to Succeed (HATS)

Customized, one-on-one support is available for entities who participate in the E-Rate Program who seek guidance tailored to solve their specific concerns or obstacles. These outreach sessions are called HATS visits and can be conducted over the phone, via video conferencing, or in person.

[Learn more about HATS](#)

Share: [f](#) [t](#) [e](#) [v](#) [g](#)

SUBMIT

[Forms](#)
[Making Payments](#)

NAVIGATE

[Home](#)
[About USAC](#)
[Contributors](#)
[Service Providers](#)

[High Cost](#)
[Lifeline](#)
[Rural Health Care](#)
[Schools and Libraries](#)

EXPLORE

[Trainings & Outreach](#)
[Subscription Center](#)
[Careers](#)
[Media](#)
[Appeals & Audits](#)

[Forms](#)
[Search Tools](#)
[FCC Orders](#)
[FCC Filings](#)
[Contact Us](#)

© 1997-2012, Universal Service Administrative Company, All Rights Reserved.

[Website Tour](#) | [Website & Privacy Policies](#) | [Website Feedback](#)

“RESOURCES AND TOOLS” Menu

“Apply Online” links to the old page of online forms links.

“Forms” links to the paper forms and instructions for each form

“Deadlines” links to the page with the form and other E-rate deadlines. This page also contains a link to Change or Disable a PIN.

RESOURCES & TOOLS

[Apply Online](#)

[Forms](#)

[Deadlines](#)

[Latest News](#)

[Samples & Examples](#)

[Funding Commitment Tool](#)

[Search Tools](#)

[Submit a Question](#)

"Latest News" includes items of news in date order and past years' news archive.

Today, the oldest news item is 9/28/2011, but this is likely to change as more news items are added.

SCHOOLS AND LIBRARIES (E-RATE)

[USAC Home](#) | [Schools and Libraries Program](#) | [Latest News](#)

[APPLY ONLINE](#) | [MAKING PAYMENTS](#) | [FORMS](#) | [TOOLS](#)

ABOUT THE PROGRAM

[Getting Started](#)
[Acronyms & Terms \(PDF\)](#)
[Reference Area](#)
[Program Integrity](#)
[Eligible Services List](#)
[Document Retention](#)
[Trainings & Outreach](#)

RESOURCES & TOOLS

[Apply Online](#)
[Forms](#)
[Deadlines](#)
[Latest News](#)
[Samples & Examples](#)
[Funding Commitment Tool](#)
[Search Tools](#)
[Submit a Question](#)

APPLICANTS

SERVICE PROVIDERS

LATEST NEWS

Latest News Archive	2005 Latest News Archive	2001 Latest News Archive
2009 Latest News Archive	2004 Latest News Archive	2000 Latest News Archive
2008 Latest News Archive	2003 Latest News Archive	1999 Latest News Archive
2007 Latest News Archive	2002 Latest News Archive	1998 Latest News Archive
2006 Latest News Archive		

4/25/2012 – Registration for Service Provider Trainings Now Closed

Registration for the Spring Service Provider Trainings in Los Angeles, CA, and Atlanta, GA, is now closed.

4/24/2012 – Agenda Now Available for Spring Service Provider Trainings

The training [agenda](#) is now available for the Schools and Libraries (E-Rate) Spring Service Provider Trainings. Visit the [Atlanta](#) and [Los Angeles](#) training information pages to learn more.

4/24/2012 – USAC Provides Demand Estimate for Funding Year 2012 to FCC

On April 20, 2012, the Schools and Libraries Division of the Universal Service Administrative Company (USAC) reported to the Federal Communications Commission that \$5.24 billion in requested funding has been estimated for schools and libraries seeking discounts for Funding Year 2012. This estimate is based on the dollars requested in 46,838 applications received or postmarked by March 20, 2012, the close of the FCC Form 471 application filing window.

There are several factors that will reduce ultimately the funds requested from the estimated level. First, while efforts have been made to eliminate duplicate requests, inevitably we will discover more duplication as we process these applications. Second, USAC's efforts to assure that funds are committed only for eligible services, for use by eligible entities with the appropriate discount rate, and are otherwise consistent with program rules, will further reduce the demand.

For detailed information, please refer to the [FY2012 Demand Estimate](#).

4/20/2012 – News Brief Issued

Receive E-Rate tips, deadline reminders, and answers to your questions in this weekly newsletter.

4/17/2012 – "Update" Scheduled System Maintenance 4/19 - 4/23/2012

The Schools and Libraries section on the USAC website will be unavailable from 8:00 PM EDT on **Thursday, April 19**

APPLICANTS

SERVICE PROVIDERS

SAMPLES & EXAMPLES

Guide to USAC Letters

Throughout all USAC letters and reporting there are some helpful terms and acronyms to know and understand. Here is a [guide to USAC letters](#) for your reference.

Sample Letters

These are samples of USAC letters that can be found throughout the applicant and service provider processes in the Schools and Libraries (E-Rate) Program.

- [FCC Form 472 BEAR Notification Letter](#)
- [FCC Form 486 Notification Letter](#) for Applicants
- [FCC Form 486 Notification Letter](#) for Service Providers
- [FCC Form 500 Notification Letter](#) for Applicants
- [FCC Form 500 Notification Letter](#) for Service Providers
- [Funding Commitment Decision Letter \(FCDL\)](#) for Applicants
- [Funding Commitment Decision Letter \(FCDL\)](#) for Service Providers
- [Receipt Acknowledgment Letter \(RAL\)](#) for Applicants
- [Receipt Acknowledgment Letter \(RAL\)](#) for Service Providers
- [Receipt Notification Letter \(RNL\)](#)
- [FCC Form 486 Urgent Reminder Letter](#)
- [Notification of FCC Form 470 but no FCC Form 471](#)
- [Notification of FCC Form 471 with no Certification](#)

Other Samples & Examples

Below is a list of checklists, samples, and examples to help guide participants through the Schools and Libraries Program.

- [Appeal Checklist](#)
- [Appeal Letter](#)
- [Asset Register - Inventory List](#)
- [Bid Evaluation Matrix](#)
- [Consortium Letter of Agency](#)

"Samples & Examples" contains sample letters etc.

“Funding Commitment Tool” allows searches for funding commitments by year.

To return more specific results, data fields can be entered into the box, such as: 2011 MO

This will return all 2011 Commitments to Missouri libraries.

For further refinement in the search, use the “Advanced Search” button to select specific data.

“Advanced Search” box

By using the Advanced Search, the search can be narrowed to a specific city, state, or zip code.

The checkmark “Create detailed report” will automatically be checked when you click “Search”

The report created can be Exported to Excel for further review.

“Search Tools” will bring up an array of tools to allow the applicant to search for information on their filing. After each form is filed, it can be searched using the form's tool.

SCHOOLS AND LIBRARIES (E-RATE)

APPLY ONLINE | MAKING PAYMENTS | FORMS | TOOLS

[USAC Home](#) | [Schools and Libraries Program](#) | [Search Tools](#) | [Search Commitments](#)

SEARCH COMMITMENTS

[Help](#) | [Glossary](#) | [FAQs](#)

Funding Year:
[1998](#) [1999](#) [2000](#) [2001](#) [2002](#) [2003](#) [2004](#) [2005](#) [2006](#) [2007](#) [2008](#) [2009](#) [2010](#) [2011](#)

Basic Search:

Search

[Advanced Search](#)

Funding Year

To view the cumulative total funding for a particular funding year, click on that funding year in the navigation bar. To limit your search, you can enter your criteria in the basic search field or click on the advanced search link. See [Help](#) for assistance using the basic search or advanced search tool.

Please Note: Funding commitments are updated nightly, and may change due to appeals, COMADs, and other funding adjustments. In addition, split FRNs created after a funding commitment wave is issued will not show up in this report.

For help and directions on how to use this tool, please refer to the [Help](#), [Glossary](#), or [FAQs](#) sections. If you still require assistance, please contact us using [Website Feedback](#). (ver 0.0.0.25)

SUBMIT

Forms
Making Payments

NAVIGATE

Home
About USAC
Contributors
Service Providers

High Cost
Lifeline
Rural Health Care
Schools and Libraries

EXPLORE

Trainings & Outreach
Subscription Center
Careers
Media
Appeals & Audits

Forms
Search Tools
FCC Orders
FCC Filings
Contact Us

© 1997-2012, Universal Service Administrative Company, All Rights Reserved.

[Website Tour](#) | [Website & Privacy Policies](#) | [Website Feedback](#)

SEARCH COMMITMENTS

[Help](#) | [Glossary](#) | [FAQs](#)

Funding Year:
[1998](#) [1999](#) [2000](#) [2001](#) [2002](#) [2003](#) [2004](#) [2005](#) [2006](#) [2007](#) [2008](#) [2009](#) [2010](#) [2011](#)

Advanced Search:
Funding Year:

2011

Applicant Name:
City:
State:

ALL STATES

ZIP: e.g. "12345"
Wave: e.g. "007" or "48E"
☐ Create detailed report

Search

[Basic Search](#)

SCHOOLS AND LIBRARIES (E-RATE)

APPLY ONLINE | MAKING PAYMENTS | FORMS | TOOLS

[USAC Home](#) | [Schools and Libraries Program](#) | [Search Tools](#)

ABOUT THE PROGRAM

[Getting Started](#)
[Acronyms & Terms \(PDF\)](#)
[Reference Area](#)
[Program Integrity](#)
[Eligible Services List](#)
[Document Retention](#)
[Trainings & Outreach](#)

RESOURCES & TOOLS

[Apply Online](#)
[Forms](#)
[Deadlines](#)
[Latest News](#)
[Samples & Examples](#)
[Funding Commitment Tool](#)
[Search Tools](#)
[Submit a Question](#)

APPLICANTS

SERVICE PROVIDERS

SEARCH TOOLS

Funding Tools

[Search Commitments](#)

This tool allows searches for commitment data by funding year and applicant name, city, state, zip and/or wave number.
[Instructions](#)

[Data Retrieval Tool \(DRT\)](#)

This tool allows searches for various information related to applications, funding commitments and disbursements.
[Instructions](#)

BENs and SPINs

[Search for BEN Information](#)

This tool allows users to search for Billed Entity Numbers (BENs).

[Search for SPIN Information](#)

This tool allows users to find service provider contact information by SPIN.

FCC Form 470 Tools

[View a 470](#)

This tool allows searches of FCC Forms 470 that have been completed and posted by applicants.

[Download 470 Information](#)

This tool allows downloads of FCC Form 470 summary information.

FCC Form 471 Tools

[View a 471](#)

This tool allows the display of one FCC Form 471 application.

At the bottom of the Search Tools is a “Submit a Question” tool.

A question can also be submitted using the “Submit a Question” item on the menu.

Note the links in the footer of the pages.

These links can take the applicant to specific pages to Submit documents; Navigate to other programs; or Explore USAC, FCC documents, or Contact Us link.

View 471 Status	This tool returns information on the status of all FCC Forms 471 for one applicant and one funding year.
Search for Tech Plan Approvers	This tool allows users to locate a certified Technology Plan Approver.
View Two-in-Five Status	This tool will help you determine in which funding year an entity will be eligible for Internal Connections discounts.
View Eligible Products	This tool contains a non-comprehensive list of products eligible for funding.

Post Commitment Tools

View FRNs with Extended Deadlines	This tool shows the last date to receive service and the last date to invoice for extended FRNs in a funding year.
---	--

Updating or Changing Your Information

Upload Eligible Products	This tool allows manufacturers to submit product information for the Eligible Products Database. Instructions & FAQs
Change or Disable Applicant PIN	This tool allows applicants to perform certain functions related to their Personal Identification Numbers (PINs).

Inquiries

Submit a Question	This tool allows applicants and service providers to submit questions about E-Rate forms or topics.
-----------------------------------	---

Share: [f](#) [t](#) [e](#) [v](#) [g](#)

SUBMIT

Forms
Making Payments

NAVIGATE

Home
About USAC
Contributors
Service Providers

High Cost
Lifeline
Rural Health Care
Schools and Libraries

EXPLORE

Trainings & Outreach
Subscription Center
Careers
Media
Appeals & Audits

Forms
Search Tools
FCC Orders
FCC Filings
Contact Us

Direct links to specific pages that are frequently used are:

Main Schools and Libraries Page:

<http://www.usac.org/sl/default.aspx>

Paper Forms and Instructions:

<http://www.usac.org/sl/tools/forms.aspx>

Change or Disable a PIN (there is a link at the bottom of the Paper Forms and Instructions page to this)

<http://www.usac.org/sl/tools/pin.aspx>

Deadlines:

<http://www.usac.org/sl/tools/deadlines/default.aspx>

Search for Funding Commitments (Use “Advanced Search” to narrow results):

<http://www.usac.org/sl/tools/commitments-search/Default.aspx>

Search Tools such as the Data Retrieval Tool, etc.:

<http://www.usac.org/sl/tools/default.aspx>

Apply Online has not changed and remains:

<http://www.sl.universalservice.org/menu.asp>